

# PADS Training Manual

## Table of Contents

---

<b>Section</b>	<b>Description</b>	<b>Page(s)</b>
1	<b><i>General Instructions</i></b>	
	Introduction	1-1
	Training Objectives	1-1
	Training Manual Standards	1-2
	DOE LOGON Procedures	1-3
	Easyrule	1-8
2	<b><i>PADS System Processes</i></b>	
	Executing PADS	2-1
	PADS Menu Options	2-2
	Training Option	2-3
3	<b><i>OMEGA Data Entry</i></b>	
	Process Flow	3-1
	OMEGA Summary	3-2
	OMEGA Commands	
	General	3-3
	To create and work with a NEW Transaction File	3-4
	To Update an existing Transaction File	3 -6
	For error file processing	3-7
	Menu Command Usage	3-8
	Lib Command Usage	3-10
	Purge Command Usage	3-12
	Condense Command Usage	3-13
	OMEGA Training Exercises	
	Exercise # 1	
	Adding New Negotiator Codes	3-17
	Deleting a Negotiator Code	3-28
	Exercise # 2	
	Minimum PR Processing	3-40
	Completing a PR	3-45
	Exercise # 3	
	Combining PRs into one PR	3-48
	Awarding combined PR	3-54

# PADS Training Manual

## Table of Contents

---

<u>Section</u>	<u>Description</u>	<u>Page(s)</u>
3	<b><i>OMEGA Data Entry (continued)</i></b>	
	OMEGA Training Exercises (continued)	
	Exercise # 4	
	Splitting a PR	3-56
	Financial Assistance applied to split PR	3-61
	Exercise # 5	
	Transfer Procurement award	3-64
	Exercise # 6	
	Carry forward PR to next Fiscal Year	3-70
	Exercise # 7	
	IPAR form receipt and entry into PADS	3-72
	PADS Data Entry Thru UPDATE Process Flow	3-75
4	<b><i>PADS Update Processing</i></b>	
	Summary	4-1
	Submission of Update Job	4-2
	Print Update Report – PRTUPDT	4-6
	Sample Update Output from OMEGA Exercises	
	Exercise # 1	
	Part 1: Adding Negotiators	4-8
	Part 2: Changing and Deleting Negotiators	4-8
	Exercise # 2	
	Part 1: Entering a PR	4-9
	Part 2: IPAR Report	4-13
	Exercise # 3	
	Part 1: Entering the PRs	4-19
	Part 2: Combining PRs	4-29
	Part 2: Awarding the Combined PRs	4-35
	Exercise # 4	
	Part 1: Creating the PR	4-43
	Part 1: Entering a PR	4-45
	Part 2: Splitting the PR	4-46
	Part 2: Awarding the Split PR	4-51

# PADS Training Manual

## Table of Contents

---

<b>Section</b>	<b>Description</b>	<b>Page(s)</b>
4	<b><i>PADS Update Processing (continued)</i></b>	
	Exercise # 5	
	Part 1: Transferring an Entire Award	4-58
	Part 2: Transferring an Entire Award	4-66
	Exercise # 6 – PR Carry-Over	4-73
	Exercise # 7 – IPAR Without a PR	4-78
5	<b><i>Query PADS Data Base</i></b>	
	Structure Hierarchy Flowchart	5-1
	Database Describe	5-2
	IPAR to Database Process Flow	5-11
	PADS Forms/Database Cross Reference	
	IPAR Procurement Action Form	5-12
	IPAR Financial Assistance Action Form	5-13
	Supplement For Procurement and Financial Assistance Form	5-14
	Database Award Record from OMEGA Exercise 2	5-15
	System 2000 Queries	
	Summary	5-19
	Query Commands	5-20
	Signon1 Procedure	5-21
	Training Procedure	5-24
	S2KQRY Procedure	5-26
	S2KQRY Batch Processing	5-28
	S2KQRY Online Processing	5-29
	S2KQRY Procedure (Con't)	5-30
	S2K Describe Command	5-41
	S2K Retrieval Interactive Session # 1	5-42
	S2K Print Command	5-44
	S2K Where Clause Operators	5-46
	S2K AND/OR Logic	5-47
	Where Clause Examples	5-48
	S2K Print Command Examples	5-50
	S2K Retrieval Interactive Session #2	5-52
	S2K List Command	5-54

# PADS Training Manual

## Table of Contents

---

<u>Section</u>	<u>Description</u>	<u>Page(s)</u>
5	<b><i>Query PADS Data Base (continued)</i></b>	
	System 2000 Queries (continued)	
	S2K CTNS Option	5-55
	S2K System Functions	5-56
	S2K Retrieval Interactive Session #3	5-58
	S2K List/Title Option	5-60
	S2K List Format Options	5-63
	General S2K Report Criteria	5-64
	S2K Functions – <b>TODAY &amp; FTODAY</b>	5-67
	S2K Tally Command	5-68
	TALLYWH Command	5-70
	TALLY-SUM Command	5-71
	TALLY-PAIR Command	5-73
	TALLY-TRIO Command	5-74
6	<b><i>ISPF Fundamentals</i></b>	
	Description	6-1
	Key Definitions	6-2
	Data Set Naming Conventions	6-3
	Listing Data Sets Under Your Userid	6-4
	EDIT Panel	6-17
	Edit Command Summary	6-18
	Commands	6-19
	Copying a Data Set	6-20
	Save Command	6-25
	Insert Command	6-27
	Delete Command	6-33
	Repeat Command	6-35
	Num Off Command	6-37
	=X Command	6-38
	ISPF Edit Existing Data Set Sample Session	6-39

# PADS Training Manual

## Table of Contents

---

<u>Section</u>	<u>Description</u>	<u>Page(s)</u>
7	<b><i>PADS S2K Report Processing</i></b>	
	Sample Online Session	7-1
	Samples of PADS Production Reports	Refer to Appendix A
	Document Direct- Online Report Viewing	Refer to Appendix B
8	<b><i>Other</i></b>	
	Freeze Data Base	8-1
	QRYHIS – Query History Data Base	8-2
	Miscellaneous Tables/Systems Codes	Refer to Appendix C
	Data Elements Dictionary	Refer to Appendix D
	<b><i>Appendices</i></b>	
	Appendix A – PADS Production Report Samples	
	Appendix B – Document Direct Online Report Viewing	
	Appendix C – Miscellaneous Tables/System Codes	
	Appendix D – Data Elements Dictionary	